

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**LABORATORY SCIENTIST SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a laboratory scientist program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

**Position Code Title – Laboratory Scientist Specialist-2**

Laboratory Scientist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Laboratory Scientist Specialist-3**

Laboratory Scientist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

**Position Code Title – Laboratory Scientist Specialist-4**

Laboratory Scientist Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Laboratory Scientist job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are

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responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE**: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Serves as a technical consultant and liaison with industry and governmental agencies.

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Directs the testing and analysis of a variety of samples, specimens, products, or materials by following standardized chemical/biochemical procedures.

Directs the production of biochemical, chemical, and immunological products.

Plans and coordinates research projects to develop new analytical or production methods.

Directs experiments to determine biochemical relationships in organically damaged and mentally ill patients.

Coordinates and reviews qualitative and quantitative examinations of human tissues, blood samples, other specimens, arson evidence, etc.

Directs and coordinates the chemical/biochemical analysis of food, agricultural products, air and water samples, municipal and industrial wastes, etc., for composition or the presence of specific substances.

Directs the performance of chemical and physical tests on a variety of materials to ensure conformance to standards and specifications.

Performs chemical and physical tests on materials to determine that standards are maintained.

Participates in developing new analytical chemical methods.

Participates in developing new methods for making biochemical analyses.

Devises and adapts technical procedures and modifies equipment as needed.

Keeps informed of new analytical methods.

Participates in field investigations and makes on-the-scene examinations.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

**Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

**Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

**Administrative Assistant and Specialist**

Knowledge of general, qualitative, quantitative, organic, physical, and physiological chemistry.

Knowledge of the principles of biochemistry.

Knowledge of elementary bacteriology.

Knowledge of the fundamentals of physics and mathematics.

Knowledge of laboratory tests and control techniques.

Knowledge of statistical techniques used in the treatment of scientific data.

Knowledge of sources of literature in the field.

Knowledge of the fundamentals of instrumentation.

Knowledge of the analysis of blood and biologic products.

Knowledge of the physical and chemical testing of materials.

Knowledge of foods, feeds, fertilizer, economic poisons, and agricultural products.

Knowledge of methods used in the production of biologic products involving the application of biochemical principles and practices.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws, and legislative processes related to the work.

Knowledge of reporting methods and techniques.

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Ability to conduct laboratory procedures, tests and analyses required in the work and to interpret results obtained.

Ability to set up and use laboratory equipment.

Ability to conduct methodological research starting with the assignment of a project through the various steps including the reporting of results.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to plan, direct and coordinate programs and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work in an environment that involves some risk of sustaining illness and injury from the use of chemicals, high pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

### **Physical Requirements**

The job duties require an employee to bend, reach, and stand for long periods.

### **Education**

Possession of a bachelor's degree in chemistry, biochemistry, forensic science, or a related pure or applied field.

### **Experience**

#### **Laboratory Scientist Specialist 13**

Four years of experience as a laboratory scientist, including two years of experience equivalent to a Laboratory Scientist P11.

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OR

One year of experience equivalent to a Laboratory Scientist 12.

**Laboratory Scientist Specialist 14**

Five years of experience as a laboratory scientist, including three years of experience equivalent to a Laboratory Scientist P11.

OR

Two years of experience equivalent to a Laboratory Scientist 12.

OR

One year of experience equivalent to a Laboratory Scientist Specialist 13.

**Laboratory Scientist Specialist 15**

Three years of experience equivalent to a Laboratory Scientist 12.

OR

Two years of experience equivalent to a Laboratory Scientist Specialist 13.

OR

One year of experience equivalent to a Laboratory Scientist Specialist 14.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

LABSCISPL

**Job Code Description**

Laboratory Scientist Specialist

**Position Title**

Laboratory Scientist Specialist-2

Laboratory Scientist Specialist-3

**Position Code**

LABSPL2

LABSPL3

**Pay Schedule**

H21-014

H21-017